

## Title IV, Part A Application: A Start Guide for Local Educational Agencies (LEAs)

*This start guide provides a list of core requirements and data needed to complete the Title IV, Part A application in WISEgrants. Several of these steps require planning and stakeholder engagement. Please review the [Title IV-A website](#) and direct all Title IV-A questions to your assigned DPI Contact listed at the top of the Grant Contacts screen in WISEgrants.*

### ☐ Use Data and Stakeholder Feedback to Drive Title IV-A Decisions

- Eligibility requirements for Title IV-A include using stakeholder feedback and data to direct funds toward students of greatest need, along with supporting [educational equity](#).
- During the design and development of the application, an LEA or consortium of LEAs must engage in consultation with stakeholders in the area served by the LEA. Such stakeholders must include, but are not limited to, the following:
  - parents;
  - teachers;
  - principals;
  - students;
  - school leaders;
  - charter school teachers, principals, and other school leaders, when applicable;
  - specialized instructional support personnel;
  - indian tribes or tribal organizations, when applicable;
  - local government representatives;
  - others with relevant and demonstrated expertise; and
  - community-based organizations.
- Work collaboratively with stakeholders to analyze data and prioritize needs specific to well-rounded education, safe and healthy students and effective use of technology. Use the Resource Inequity Data Tools found in the Secure Access File Exchange (SAFE) as well as other resources available on the [Continuous Improvement section of the DPI website](#). Create a plan to meet identified needs and include appropriate Title IV-A services and budget. Title IV-A activities should be nested within other district and school-level plans (e.g., school improvement plans, school safety plans, professional development plans) as necessary, which will allow districts to more effectively evaluate funded activities.
- Additional data tools aligned with well-rounded education, safe and healthy students, and effective use of technology can be found on the [Title IV-A Guidance on Needs Assessment](#) website. Note that the use of data to drive decisions is required for all districts, regardless of the allocation received. Identify specific groups of students that need additional support and direct funds accordingly. Consider using national data, such as data from the Adolescent Behaviors and Experiences Survey (ABES). A link to the ABES data can be found in the first paragraph of the [DPI ConnectEd](#) article. This article also provides three strategies to support students.
- Districts receiving a Title IV-A allocation over \$30,000 are required to complete a comprehensive needs assessment once every three years.
- The [Title IV-A allowable activities](#) website can be used to explore how funds may be allocated. Title IV-A funds can also be used as an extension of other Title funds.

- Title IV-A funded activities should, at a minimum, meet Tier 4, *Demonstrates a Rationale*, on ESSA Tiers of Evidence. More information can be found in the [Non-Regulatory Guidance: Using Evidence to Strengthen Education Investments](#).

#### ☐ **Engage in Ongoing Consultation with Private School Representatives**

*Note: This step requires detailed planning and collaboration with private schools.*

- Prepare by reviewing the [Consultation Toolkit for Private School Equitable Participation](#) to better understand consultation expectations.
- Identify which private schools want to participate in Title IV-A. The [Title IV-A allowable activities](#) website can be used to explore with the private schools how funds may be allocated.
- Work collaboratively with participating private school representatives to analyze data and prioritize needs specific to Title IV-A. Base priorities on highest needs identified in well-rounded education, safe and healthy students, and effective use of technology. Identify specific groups of students that need additional support and direct funds accordingly. Create a plan and budget to meet identified needs.
- Complete and upload the [Private School Affirmation Form](#) (.pdf), in collaboration with Title I, Title II, and Title III, for each private school located in your LEA boundaries. Submit them for DPI review in WISEgrants before completing the Title IV-A application. Note: For consultation purposes, LEAs may use the [Title IV Part A Equitable Share Calculator](#) (.xls) to determine an estimated amount of funds for services. The [Private School Affirmation Instructions document](#) (.pdf) lists the procedures for uploading private school affirmation forms.

#### ☐ **Determine Grant Contacts for WISEgrants**

- Designate staff to serve as Title IV-A Grant Coordinator and Fiscal Contact. DPI will communicate with these primary contacts regarding the application.
- Ensure that the designated staff have edit access to the Title IV-A Grant in WISEgrants. The [Guide to Accessing New & Existing Grants](#) (.doc) provides information on how to access grants in WISEgrants.

#### ☐ **Determine Estimated Carryover in WISEgrants**

- Determine an estimated preliminary carryover amount based on last year's expenditures by viewing the "Current Preliminary Carryover" section at the bottom of the "View/Edit Funding" screen in WISEgrants. DPI will load final carryover amounts for all LEAs in January.

#### ☐ **Budget for Public and Private Schools in WISEgrants**

- Budget costs to support the Title IV-A activities in both public and private schools. Federal law requires LEAs to budget and claim costs for public and private schools separately. The WISEgrants budget sections align with the [Wisconsin Uniform Financial Accounting Requirements \(WUFAR\)](#). To access a list of all available WUFAR combinations in WISEgrants, follow the [WUFAR Combinations by Grant Report instructions](#) (.doc).

- Collect an Entity File Number (EFN) for all staff charged to the grant who instruct students, coach other staff, or provide a support service requiring a license (i.e. school social worker). Use the [Wisconsin Educator License Lookup website](#) to search for EFNs.
- Use the [Federal Grants Allowability Checklist](#) and [Title IV-A Questions for Consideration](#) to determine if costs are allowed.

#### ❑ LEA Plan Title IV-A Question

LEAs must describe any partnership with an institution of higher education, business, nonprofit organization, community-based organization, or other public or private entity, including CESA partnerships, with a demonstrated record of success in implementing activities under Title IV, Part A. At a minimum, partnerships that align with current Title IV-A funded activities must be included. **The LEA Plan Question for Title IV-A can be found in the application dropdown menu next to budget.**



The screenshot shows the WISEgrants Federal Grants Portal interface. At the top, there is a header with the WISEgrants logo and the text 'Wisconsin Information System for Education Federal Grants Portal'. Below the header is a navigation bar with tabs: Home, Admin Menu, Programs, Application, Reports, and Message Board (12). A red arrow points to the 'Application' tab, which is currently selected. A dropdown menu is open under 'Application', listing various options: Grant Contacts, Select Fund Management, View / Edit Funding, Private Enrollment, Plan Reservations, Equitable Participation for Private Schools, LEA Plan Title IV-A Questions (highlighted with a red arrow), Budget, Submission History, Enter Claims, and Reports. The main content area shows a form for 'LEA Plan Title IV-A Questions' with a text input field and a rich text editor. The rich text editor contains the following text: 'The Boys & Girls Club is used for before-school programming to support building level goals and our district-wide goals to increase the total number of students : Forward Exam by 15% in the next five years. Our district partnership with Create Portage County supports the development of professional learning opportunities with a focus on equity, diversity and inclusion are designed to promote self awareness related to unconscious/implicit bias for all staff.'

## ❑ Evaluation of Title IV-A Activities

Federal statute requires **all LEAs** to provide a plan for periodically evaluating the effectiveness of the funded activities as part of their annual application. In preparation for meeting public reporting requirements, the 2022-23 Title IV-A application will require **one** SMARTIE (specific, measurable, attainable, relevant, time-bound, inclusive, equitable) goal. The following resources are available to support the development of the evaluation section, which is **located within the public budget section in WISEgrants, next to Indirect.**

- [Title IV-A Evaluation Worksheet](#)
- [T4P4 Evaluation Guide](#)

The screenshot shows the WISEgrants Federal Grants Portal interface. The top navigation bar includes links for Home, Admin Menu, Programs, Application, Reports, and Message Board (12). The left sidebar menu is open, showing options like Grant Contacts, Select Fund Management, View / Edit Funding, Private Enrollment, Plan Reservations, Equitable Participation for Private Schools, LEA Plan Title IV-A Questions, Budget, Submission History, Enter Claims, and Reports. The 'Budget' option is highlighted. The main content area displays 'Title IV-A Budget - Public' and 'Evaluation of TIV-A Activities'. A red arrow points to the 'Evaluation of TIV-A Activities' link in the top navigation bar. Another red arrow points to the 'Budget' link in the left sidebar menu. The page content includes a section for 'Evaluation of TIV-A Funded Activities' with a text area for input and a 'Save' button.

❑ **Active Parental Consent (if applicable)**

- Districts that fund mental health assessment and service with Title IV-A funds will be required to upload documentation of active parental consent and written parental notice as part of their Title IV-A application. **When the mental health assessment and services code is used in WISEgrants, an active parental consent documentation link will appear within the public budget section.** An example of an activity that might require active parental consent would be mental-health related groups.
- Additional guidance on funding mental health services with Title IV-A can be found in the [School Mental Health Funding: Expenses 101 Quick Guide](#).

The screenshot shows the WISEgrants Federal Grants Portal interface. The header includes the WISEgrants logo and the text "Wisconsin Information System for Education Federal Grants Portal". The user is logged in as "Emily Holder, Standard DPI User". The navigation menu includes "Home", "Admin Menu", "Programs", "Application", "Reports", and "Message Board (7)". The "Application" menu is expanded, showing options like "Grant Contacts", "Select Fund Management", "View / Edit Funding", "Plan Reservations", "LEA Plan Title IV-A Questions", "Budget", "Submission History", "Enter Claims", and "Reports". The "Budget" option is highlighted, and a red arrow points to it. The "Public" sub-menu item is also highlighted, and another red arrow points to it. The main content area is titled "Title IV-A Budget - Public Submission". Below the title, there are links for "Personnel", "Purchased Services", "Non-Capital Objects", "Capital Objects", "Leases and Insurance", "Other Objects", "Indirect", and "Evaluation of TIV-A Activities". A "Messages" section contains two messages. The first message states that if using the Wisconsin Uniform Financial Accounting Requirements (WUFAR), a subrecipient's ledger should appropriately reflect the approved budget (and local WUFAR crosswalk, if applicable). The second message states that the last submission of the Title IV-A (Public, Private) budget was reviewed by DPI on Friday, September 9, 2022, and was not approved. Check the Message Board for posts with the message type "Application Returned" to determine what changes are required (if any) for the approval of subsequent budget submissions. Below the messages, there is a section titled "In order to submit the Title IV-A (Public, Private) budget, complete the tasks identified here:". This section lists a task: "\$10,000.00 has been budgeted for mental health assessment or services. In order to submit, the LEA must upload required documentation to demonstrate active parental consent regarding these services on the Title IV-A Mental Health Services Active Parental Consent screen."

## Uploading Active Parental Consent Documentation (if applicable)

### Overview ▼

ESEA Section 4001(a)(1)(A) requires LEAs to obtain prior written, informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded with Title IV-A. Active parental consent means receiving a signature from a parent or guardian prior to the student participating in the mental health assessment or service.

ESEA Section 4001(a)(1)(B) requires LEAs to provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.



### Evidence of Parental Consent Form Upload ▼

Please upload the form used by the LEA to obtain active parental consent for the mental health assessment or service. The selected file must be in PDF format.

 Select files...

### Evidence of Written Notice Upload ▼

Please upload the written notice provided to the parent that describes the mental health assessment or service. The selected file must be in PDF format.

 Select files...